

DEPARTMENT OF GENERAL SERVICES  
PRINTING SERVICES DIVISION

PROCEDURES MANUAL

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## **INTRODUCTION**

This Printing Services Division Manual issued by the Department of General Services describes services available and procedures that are to be followed by state agencies in procuring services from the Printing Services Division. The Printing Services Division supplies many printing, graphic illustration, web page design and photographic services to the Executive, Judicial and Legislative branches of Tennessee State Government.

### 1.1. Statutory Authority

The Printing Services Division was established by Executive Order No. 14, signed by Governor Winfield Dunn on November 15, 1971. Tennessee Code Annotated sets forth the authorization and responsibilities of the Printing Services Division. “The department of general services has entire charge and supervision of all printing done for each and every department or branch of government of the state, including all departmental offices and all charitable, penal, educational or reform institutions.” (TCA 12-5-102.)

### 1.2. Mission Statement and Core Values

The Mission of the Printing Services Division is to provide exceptional print media services and products on time and at the lowest possible cost by well- trained and motivated employees.

To this end, the Printing Services Division believes in the core values of trusting and respecting others; of being open to new ideas; of working and learning together; of striving for more efficient ways of serving state agency customers; and of achieving higher levels of service through the discipline of performance management, leadership, honesty and personal integrity.

## **1. SERVICES AVAILABLE**

### 2.1. Printing Services

The function of the printing operation is to provide the printing, copying and binding of brochures, booklets, budget documents, conference items, forms, including NCR forms, folders, handbooks, maps, manuals, newsletters, posters, special reports, training materials, and stationery products including letterhead and envelopes. This function is accomplished through the customer service staff who personally meet with state agency customers and provide consultation, specification writing and job cost estimating. The Printing Services

Division operates a complete pre-press section, press section, quick copy center and bindery. All completed orders are delivered to the state agency customer address. In addition to the quick copy center located with production operations, the Printing Services Division also operates three remote copy centers to provide for the immediate quick copy needs of certain state agencies. These remote copy centers are located in the Andrew Johnson State Office Building, the Cordell Hull State Office Building and the L&C Tower. For a more complete description of services available, visit the Printing Division Website at [www.state.tn.us/generalserv/ba09p](http://www.state.tn.us/generalserv/ba09p).

## 2.2. Graphic Arts Services

The function of the Graphic Arts Section is to prepare original and production ready art, illustrations and designs for display, the internet and intranet and/or subsequent printing. Design artists will discuss the project with state agency customers to determine the types of artwork needed based on purpose, function, audience and cost of the project. Sketches and preliminary designs may be provided as the concept is more fully discussed before actual illustrations with layout and design are completed. Designers use the latest in Macintosh computers and software to provide the highest of quality ad designs, brochures, conference materials, covers and posters, flyers, invitations, calligraphy and drawings, web page design and public information materials. For a more complete description of services available, visit the Printing Division Website at [www.state.tn.us/generalserv/ba09p](http://www.state.tn.us/generalserv/ba09p).

## 2.3. Photographic Services

The function of the Photographic Services Section is to photograph a wide range of official Tennessee State Government events. Photographers not only provide photographs for publications in newspapers, brochures, magazines and for general public information, but supply the photographic demands of promoting tourism and recruitment of industry as well. Photographers accept assignments every day of the week and are on-call 24 hours a day. Location photography is available in addition to studio photography for portraiture, reproduction and illustrative photography. A slide image library is also maintained containing thousands of first quality color transparencies for state agency use without incurring the expense of a separate photographic assignment. For a more complete description of services available, visit the Printing Division Website at [www.state.tn.us/generalserv/ba09p](http://www.state.tn.us/generalserv/ba09p).

## **2. LOCATION AND CONTACTS**

### **3.1. Location of Offices**

The Printing Services Division main office is located on B-Level of the Andrew Jackson State Office Building at the corner of Charlotte Street and 5<sup>th</sup> Avenue. This location houses administration, printing operations and graphic arts. The mailing address is Printing Services Division, B-2 Andrew Jackson Building, Nashville, Tennessee 37243-0540. All interstate office correspondence should be sent to this address via MESSENGER MAIL.

The Printing Services Division operates three remote quick copy centers located in various locations throughout downtown Nashville in the following locations: Andrew Johnson Building, First Floor, the Cordell Hull Building, Ground Floor, the L&C Tower, Seventh Floor.

The Photographic Services Section is located on the A-Level of the James K. Polk Building. The mailing address is Photographic Services, A-Level James K. Polk Building, Nashville, Tennessee 37243-0542. All interstate office correspondence should be sent to this address via MESSENGER MAIL.

### **3.2. Contacts**

For Customer Service and Printing contact the Printing Service Division main location at 615-741-1726. The Fax number is 615-532-2311.

For Photographic Services contact their location at 615-741-5487.

For Graphic Arts Services contact 615-741-8187.

For Quick Copy Services located in the Printing Services Division's remote copy center locations contact them at:

Andrew Johnson location at 615-741-5148

Cordell Hull location at 615-532-3890

L&C Tower location at 253-5807

In addition, the Printing Services Division is available through the following web site address: [www.state.tn.us/generalserv/ba09p](http://www.state.tn.us/generalserv/ba09p).

### **3. PLANNING YOUR SERVICE NEEDS**

#### **4.1. Before Ordering Printing, Consider These Questions**

The printing process can be time-consuming and complex, especially for those new to the process or those who have a major printing project. Before you begin, please keep the following in mind. Answers to these questions will speed the process, help you determine what is needed and save unnecessary cost.

1. Are there any existing publications or forms that may be used to meet your need?
2. Who is your target audience and what is the best way to get your message across to them?
3. Does your printed material require Publications Committee Approval or approval from Forms Management? (Reference Section 10. Publications and Forms Approvals)
4. What are the specifications of your printing? (Reference Section 5. Developing Specifications. 5.1. Requirements for Printing Services)
5. What will the cost of your printing be and are there budgeted funds to cover the cost? (Reference Section 8. Pricing Policy. 8.3. Estimates)
6. What are your time frames? That is, when does your printing need to be in the hands of the final user?

#### **4.2. Before Ordering Graphic Arts, Consider These Questions**

When you are thinking about a design or illustration, there are several questions that will come to mind. The graphic designers can serve you better, faster and at less cost if you make certain decisions before coming to them. If, after considering these questions, you still are not sure what your needs are, talk these over with your designer.

1. What is your message? What does your target audience need to know? What do you want them to do? Determining your message is your first step.
2. Who is your target audience? Where do they live and what is their income and educational level? Defining your target audience keeps your project focused.

3. Do you already have a publication that can be updated or modified to get your message out? You do not have to start totally over when a re-fit will do the job.
4. Do you have any publication – perhaps from another state or private organization – that projects your message? Is there a magazine or newspaper ad that you like the style of? These are starting places for your job.
5. Do you have a theme, a graphic, a logo or a tagline that needs to be included in your publication? These visuals identify your message in the mind of the viewer.
6. Is your publication part of an on-going program? Does its style need to mesh with, be complimentary to or relate to something already existing? Do the same colors need to be used? Answers to these questions will enable the graphic designer to help you. It is also helpful if you will bring all related materials with you for your consultation with the graphic designer.

#### 4.3. Before Ordering Photography, Consider These Questions

Ordering photography is a simple process. There are only a few questions that you will need to consider before making such a request for services.

1. What is the intended use of the photograph, that is will you be using the photo for a website, a brochure, a poster, a catalog, etc.? Knowing this will help the photographer know what types of equipment to use.
2. What is the event requiring photographic services? When is the event scheduled and where will the event take place?
3. How many people will be in the photograph? Do you need photographs of specific individuals, groups or just general photography of the event?
4. Would you prefer color negative, slide, transparency, black and white or digital photographs?



## **5. DEVELOPING SPECIFICATIONS**

### **5.1. Requirements For Printing Services**

Developing specifications for your printing job may be the most critical step in the process. The specifications you choose will determine how the job will look, how much it will cost and how utilitarian it is. If your project is new, or if you are new to printing, you may want to meet with your printing consultant at this stage. Your consultant will be able to provide you with cost information, paper samples, ink charts, and other tools that will help to ensure that you receive a product that will look great and meet all your requirements at the best possible price.

1. What quantity will you be printing? If your job will be printed just one time, your quantity will be based on the audience for that particular printing. If your job is one that will be re-printed many times (such as most forms), your quantity could be more flexible. Generally, the higher the quantity ordered, the lower the price per printed piece. If there is a possibility that revisions will be made to the form or publication, however, you don't want to be stuck with a lot of forms to throw away. Your storage capacity should be considered as well. A general rule of thumb is to order a three to six months supply.
2. What do you want your job to look like? You will need to determine both the size and structure of your job. We can produce anything from the size of a tiny business card up to a 19 x 25 sheet. We produce single sheet jobs, folded sheets, books that can be bound a variety of ways, pads, envelopes, etc. If your job is going to be mailed, you will need to meet with postal to make sure that your specifications do not conflict with what is needed for their equipment.
3. Who will design the job and what type of artwork will you provide? You may have existing artwork, you may be designing new artwork, or you may have our Graphic Arts Department do the design work. Whichever you decide, remember that your finished piece will only be as good as the artwork that is provided. The fewer generations between the original and the final product, the better the quality. Digital files will produce the best quality. Please remember to make sure you are following publications guidelines before you have a job designed. Otherwise, you may have wasted time and money designing a job that may not be approved.

4. What type of paper will you use? There is a huge variety of paper stocks from which you may choose. They range from very inexpensive to extremely expensive. You can buy paper in many different colors and textures. You will certainly want to consider your budget for the project and how the finished piece will look. But, also consider what will happen with the piece after it is printed. For instance, if this is a form that someone will be filling out, you will want to choose a paper that will be easy to write on. If the end user will be feeding the job through a copier or laser printer (such as letterhead), you will want to use paper suitable for that application. If this is a form of marketing or advertisement, you may want to choose something eye-catching such as a gloss-coated stock.
5. What ink color(s) will you use? Before selecting your ink color(s), you will need to refer to the Publications Guidelines. According to the Publications Guidelines, most of what is printed by the State of Tennessee is required to be in black ink. However, some publications have approval for being printed in color. To make the most out of your ink colors, you can use reverses and screens to give the effect of multiple colors.
6. How will the job be finished? If your job is a booklet, you will need to decide what type of bookbinding you would like to have. If the piece will be mailed, you may need to have it folded or tabbed for postal services. Your job can be padded, stapled, shrink-wrapped, or three-hole punched. We provide all these features for the convenience of the customer.

## 5.2. Requirements For Graphic Services

When you come to Graphic Arts, you should have a general idea of what type of publication you want, that is, logo design, a brochure, maybe conference materials or a billboard. Beyond the basics of what it is and who it's for, there are certain other specifications that will be required.

1. How many do you plan to print – a few hundred or several thousand?
2. Will it print in black and white or color? How many colors will print? Have you been to the Publications Committee?
3. Do you have a budget for this project and do you know how much can be spent for graphic services as well as printing?

4. Do you have a theme, a direction, a feature article or subject? Do you have a layout or in-house design, or do you want Graphic Arts to develop the direction or theme after your initial consultation?
5. Do you have hard copy? Do you have any digital files on a disk or CD, or do you plan to send Graphic Arts your digital files by e-mail?
6. Do you have photos, logos, graphics or other artwork to be included in your job? Do you want the graphic designer to research your photo, design graphics and/or produce original illustration?
7. If you have designed your job yourself and you plan to use our service bureau, have you included a composite proof of your job? Have you included your fonts and information concerning what software you used to build your digital files? Have you included your linked high-resolution photos and/or graphics files? Have you included information on how many colors print and have you proofed color separations?

### 5.3. Requirements For Photographic Services

Providing you with the best possible service is the goal of Photographic Services. To make certain we meet your needs, there are certain requirements we need to know to properly schedule and photograph your event.

1. Please schedule your photograph assignment well in advance of the planned event day and time.
2. The Photographer will need complete directions to the location of the event.
3. The Photographer will need to have the name and telephone number of the person he is to contact if he has questions concerning the event.
4. When the assignment is complete, do you require photographic prints (and, if so what size), contact sheets, photo CD or electronic imaging?
5. Is there a deadline as to when you will need these items?

## **6. COMPLETING THE REQUISITION FOR SERVICE**

### **6.1. The Printing Requisition**

GS-0132 is the Printing Requisition form that needs to be completed for your print jobs. The Printing Liaison in your agency should have copies of the form. You can get more forms by calling the Printing Division, or you can fill out the requisition online from our website at [www.state.tn.us/generalserv/ba09p](http://www.state.tn.us/generalserv/ba09p). The following information will help us process your printing requisition.

- 1. Date:** Enter the date the Printing Requisition was completed.
- 2. Customer Ref. No.:** This is an optional field. This reference number is assigned by your agency and will appear on all reports and billing information regarding this job.
- 3. Form No.:** If printing a form, enter the official form number assigned by the Records Management Division.
- 4. Publication No.:** If printing a publication, enter the publication authorization number assigned by the Publications Committee.
- 5. Department:** Enter the name of the Department requesting printing.
- 6. Division:** Enter the name of the Division requesting
- 7. Contact Person:** Enter the name of the person who could answer questions about the printing request.
- 8. Phone No.:** Enter the phone number of the contact person.
- 9.** Enter the fax number of the contact person.
- 10. Delivery Address:** Enter the complete address (including zip code) where the printed material is to be delivered.
- 11. Fund Code:** Enter the 2-digit fund code (e.g., 11 for General Fund).
- 12. Allotment Code:** Enter the 5-digit allotment code (e.g., 327.01) for the Department requesting printing.
- 13. Cost Center and Object Code:** Enter the cost center code (e.g., 10000) and object code (040 for forms, 044 for publications and other printed material, and 090 for unprinted materials) for the Department requesting printing.

- 14. Printing Job Title:** Enter the name or title of the form, publication, or document being printed.
- 15. Estimate No:** Enter the estimate number from the Printing Cost Estimate form.
- 16. Type of Service Requested:** Check the type of service requested. Normal service usually ranges from one week (copy center) to five weeks, depending on workload and job specifications. Special service usually ranges from same-day service (copy center) to 10 days (press room).
- 17. Type of Request:** Check the appropriate request type. Only forms, letterheads and envelopes are kept on file.
- 18. Quantity:** The quantity requested is equal to the total number of printed copies (sheets, books or sets).
- 19. Pages:** Enter information about the pages to be printed. Put the number of one-sided sheets, the number of two-sided sheets and the total number of sheets (including blanks).
- 20. Cover:** If the document has a cover, indicate how the cover is to be printed.
- 21. Print:** For two-sided printing, indicate how the material is to be printed.
  - Head to head – top of front to top of back
  - Head to foot – top of front to bottom of back
  - Head to side – top of front to side of back
- 22. Size:** Enter the final size of the printed document. If it folds, enter the size after folded.
- 23. Furnished:** Check which items are being furnishing.
- 24. Type, Translate Disk, Proofing:** If the Printing Division is being asked to set type, check the appropriate requirements. If you are providing a digital file, check everything applicable in 24B. Be sure to identify the software and version. Include all fonts and graphics, saved separately. In 24C, check the type of proofs required.
- 25. Paper Stock:** Enter the paper type, weight, and color, along with color of ink(s).

- 26. NCR:** Indicate the number of parts. If pre-collated NCR paper is used, check the appropriate box. Otherwise, list each part color in sequence.
- 27. Number:** Complete only if printed material is to be sequentially numbered (not page numbered).
- 28. Bindery:** Check all bindery functions required for the print job.
- 29.** Enter billing address if different from delivery address.
- 30. Agency Authorization:** MUST be signed by the person authorizing the Printing Requisition.
- 31. Date:** Enter the date of the authorizing signature
- 32. Delivery Date Requested:** Enter the requested delivery date.
- 33. Agency Received & Approved:** The person who receives and approves the completed print job will sign this blank.
- 34. Date:** The person who receives the job will enter the date on which it was received.

#### 6.2. Quick Copy Center Requisition

For customers who use our satellite copy center operations, we have a “short form” of the Printing Requisition (GS-0986). This form is easier to fill out and most of our satellite customers find it to be more convenient. Copies of this form can be found in the satellite copy centers or through your consultant in the Printing Division. The following information will be required.

- 1. Date of Request:** Enter the date the Printing Requisition is completed.
- 2. Customer Ref #:** This is an optional field. This reference number is assigned by your agency and will appear on all reports and billing information regarding this job.
- 3. Allotment Code:** Enter the 5-digit allotment code (e.g., 327.01) for the Department requesting printing.
- 4. Cost Index:** Enter the cost index (e.g., 10000) for the Department requesting the printing.
- 5. Fund:** Enter the 2-digit fund code (e.g., 11 for General Fund).

- 6. Object Code:** Enter the object code (040 for forms and 044 for publications) for the Department requesting printing.
- 7. Program/Function Code:** If applicable, enter the program/function code for this printing.
- 8. Department:** Enter the name of the Department requesting printing.
- 9. Division:** Enter the name of the Division requesting printing.
- 10. Agency Approval:** This is an optional field for the customer's use.
- 11. Type of Job:** Check the appropriate box for a One Time Only, a New Form or a Revised Form.
- 12. Form #:** If printing a form, enter the official form number (assigned by the Records Management Division).
- 13. Publication Authorization Number:** If printing a publication, enter the publication authorization number (assigned by the Publications Committee).
- 14. Title of Job to be Printed:** Enter the name or title of the form, publication, or document being printed.
- 15. Number of Copies:** Enter the total number of printed sets requested.
- 16. Number of Pages (please include cover):** Enter the total number of one-sided, two-sided and blank sheets requested.
- 17. For two-sided printing, indicate how the material is to be printed:**
  - Head to head – top of front to top of back
  - Head to foot – top of front to bottom of back
  - Head to side – top of front to side of back
- 18. Indicate the requested binding method.**
- 19. Drill Paper:** If drilled, check the type of drilling requested.
- 20. Finished Size:** Indicate the finished size of the printed product.
- 21. Text:** Check the type and color of paper to be used.
- 22. Cover Stock:** If the job has a cover, indicate the weight, color and size paper to be used.

- 23. Special Instructions: Any special instructions may be entered here.
- 24. Mailed Out By Mailroom? Check if job is to be mailed out by Postal.
- 25. Person to Call When Job is Completed: Enter the name and phone number of the person who should be called when the job is complete.
- 26. Agency Authorizing Signature: MUST be signed by the person authorizing the Printing Requisition.
- 27. Delivery Date Requested: Enter the date the requisition was approved.
- 28. Agency Received and Approved Signature and Date: The person who receives the job and approves it when it is complete will sign and date here.

#### 6.3. Graphic Arts Request

The Graphic Arts Request Form is a short, simple form requiring only basic information. It will be completed during your initial consultation with your graphic designer. The most important information required is your agency's allotment code, cost center and fund. Your Department name and a contact phone number are also required.

If you choose to initiate a Graphics Request through the web site [www.state.tn.us/generalserv/ba09p](http://www.state.tn.us/generalserv/ba09p), you will receive a follow-up telephone call. At that time, any further questions you may have will be quickly answered.

#### 6.4 Photographic Services Request

The Photographic Services Request is the short form completed by one of the Photographers or other staff member when Photo assignments are made. It includes the date, time and location of the assignment as well as important billing information such as Department Allotment Code, Cost Center and Fund. Also, to be sure that invoices are correctly billed and delivered, the Department name and address is required along with the person's name that requested the photographic assignment.



## **7. CONTRACTS USE AND DELIGATED PURCHASE AUTHORITY**

### **7.1. Use of State Contracts**

The Printing Services Division will fully utilize state contracts where such contracts exist. These contracts are established for various services and products required by the Printing Services Division, between the State of Tennessee Purchasing Division and various commercial vendors. Contracts are negotiated on the basis of the lowest priced competitive vendor able to meet the specifications required. Use of these contracts guarantees the state receives the best product for the lowest possible contract price.

### **7.2. Delegated Purchase Authority (DPA) Use**

Some service requests require additional work be performed by a commercial vendor(s). As a convenience to state agency customers, the Printing Services Division completes this step to ensure a customer's specifications are fully met. The Printing Services Division has been granted Delegated Purchase Authority (DPA) use by the Purchasing Division. In every case, the Printing Services Division follows all policies and procedures related to the use and administration of the DPA. All commercial vendor costs are documented and are included as part of the final billing price charged by the Printing Services Division.

## **8. PRICING POLICY**

### **8.1. Pricing Policy**

The Mission of the Printing Services Division is to provide state agencies with printing and media related services at the lowest possible cost. Periodically the Division conducts various price studies that compare prices charged by commercial printers with those charged by the Printing Services Division. These comparisons provide valuable information to insure the Printing Division offers a professional, cost-effective service at competitive rates. Prices are reviewed annually and are documented in the Printing Division's Micro Ink Standards price module.

### **8.2. Types of Pricing**

1. Normal Service Pricing – For all service requests completed by the Printing Services Division. Prices charged include all costs

associated with materials and labor for each specific service request.

2. Special Service Pricing – Requests which are completed under “rush” conditions requiring non-stop handling may incur an additional charge along with the normal service pricing. Special service pricing covers the additional administrative costs and overtime hours often associated with rush service requests. Special service pricing is generally 15% above the normal service price.
3. Additional Service Pricing – Some service requests must be sent to commercial vendors for part of the production process. Under these circumstances the Printing Services Division is able to do this for requesting agencies. The Printing Services Division uses Departmental Purchase Authority to complete this function. Additional service pricing is generally 15% above the final cost to cover the additional administrative cost incurred.
4. Partially Completed Service Pricing – Occasionally an agency will need to cancel an in production service request. Should this occur, the Printing Services Division will bill for any material and labor costs incurred.

### 8.3. Estimates

The Printing Services Division offers a consultative service free of charge. State agency customers may meet personally with a consultant in discussing their respective needs on a job by job basis. Such meetings are valuable because decisions between many options can be determined and specifications written. Based on those specifications, a consultant will provide a written cost estimate before any work is performed on the service request.

## **9. BILLING**

### 9.1. Billing Policy

The Printing Services Division bills state agency customers for all work performed in completing state agency service requests. Billing amounts include costs incurred for materials and labor.

## 9.2. Billing Procedures

The first step in the billing process is for a requesting agency to document their requests for service. All service requests for printing services are documented on a Printing Requisition form. All service requests for photographic services are documented on a Photographic Service Request form. All service requests for graphic arts service are documented on a Graphic Arts Charge Schedule form. These completed forms authorize the Printing Services Division to complete the specifications for each service request.

As work progresses on each service request, documentation on the use of materials and labor is documented throughout the “production” process. When the service request is completed and delivered or picked up by the requesting agency, a representative of the agency will be asked to sign a “receipt” documenting the date the delivery was made. The receipt ticket will then be forwarded to the Printing Division Billing Account Clerk who assembles all work-completed information pertaining to the service request.

The Billing Account Clerk then carefully inputs billing information, calculates costs and documents the totals on a Billing Sheet. This information is then independently reviewed for accuracy. The billing amount is then filed by Agency supplied Allotment Code, Cost Center and Fund, and forwarded to the Department of General Services, Office of Financial Management (OFM) at the end of each month. OFM then reviews the information and forwards the totals to the Department of Finance & Administration, Division of Accounts for processing.

## 9.3. The Journal Voucher Process

The Printing Services Division exists only through the sale of printing, photographic service and graphic arts service and products. Because the Printing Services Division is not appropriated, it must charge state agency customers for the services and products they receive. At the end of each month, the Printing Services Division sends billing information for each completed service request to the Department of General Services, Office of Financial Management. After reviewing the billing information, OFM prepares a Journal Voucher. The Journal Voucher contains the Job Number (assigned by the Printing Services Division) for each service request, the name of the job, the total billing amount, and the date of the original service request. This information is then forwarded to the Division of Accounts and to each state agency. Service requests are grouped by allotment code, cost center

and fund, so that individual agencies may track all related costs for budget purposes.

#### 9.4. Should Billing Problems Occur

The Printing Services Division maintains extremely high standards for billing accuracy, and has built in checks and balances to verify billing amounts. However, with the thousands of service requests processed annually, it is possible for a mistake to occur. Should an agency customer suspect a mistake has occurred in their billing, they should immediately notify their customer service representative and report their concern. For those state agencies who may not be familiar with their respective customer service representative, you may telephone the Printing Services Division at 615-741-1726 and ask to speak to the Customer Service Manager.

All billing inquiries are taken seriously and are handled immediately. Appropriate Division staff will review all documentation pertaining to the service request and determine if mistakes have occurred. The requesting agency will be contacted directly after the review process has been completed and full explanations given. If a billing mistake has occurred, the Printing Services Division will work closely with the requesting agency and the Office of Financial Management to make all adjustments necessary.

### **10. PUBLICATIONS AND FORMS APPROVALS**

#### 10.1. Publications and Forms Must Be Authorized

Pursuant to the Policies and Procedures of the State Publications Committee, all publications must be approved for printing and distribution before any printing can be completed. For additional information, State Agencies may contact the Department of General Services, Records Management Division at 615-741-1718 and ask for the Publication Committee Coordinator.

Pursuant to the Policies and Procedures of the Forms Management Program, all forms must be approved for printing and distribution before any printing can be completed. For additional information, State Agencies may contact the Department of General Services, Records Management Division at 615-741-1718 and ask for the Forms Coordinator.

Because the Printing Services Division works closely with the Records Management Division, the Division's customer service representatives are knowledgeable about all policies and procedures relating to publications and forms approvals. State agencies may also contact their respective customer service representative at 615-741-1726 for additional information.

## **11. ADDITIONAL RESOURCES AVAILABLE**

### **11.1. Where To Find Help**

The Printing Services Division offers free consultation to state agency customers regarding their printing, photographic services and graphic arts needs. Experienced and highly trained customer service representatives are very knowledgeable in helping determine which combination of specifications can best meet your needs. Cost estimates for various specification options can be quickly determined, so state agency customers understand what costs are involved. Time frames for submission of service requests can be established so important delivery schedules are met.

In addition, the Printing Services Division offers printed materials for state agency customers' use. These materials include paper sample books, a Printing Handbook, A Guide To Printing and Media Services, The P's and Q's of Printing, and various brochures. Also, please see our web site under [www.state.tn.us/generalserv/ba09p](http://www.state.tn.us/generalserv/ba09p) for a wealth of information.

In addition, the Printing Services Division publishes a quarterly newsletter called *e-Flash*. This on-line newsletter is delivered to state agency customers' e-mail addresses and is full of helpful hints and money saving ideas. Contact the Printing Division at 615-741-4198 for additional information regarding *e-Flash*.

## **12. GLOSSARY OF TERMS**

Discussing how the Printing Services Division can best meet your printing, photographic service and graphic arts needs, will involve use of some technical terms. Listed below are many of the common words and "working definitions" used to define needs and specifications.

**ACCORDION FOLD:** A term used for two or more parallel folds, which open like an accordion.

**AGAINST THE GRAIN:** Folding paper at right angles to the grain of the paper. In heavy papers, this produces a cracked appearance.

**BACKBONE:** The back of a bound book connecting the two covers; also called spine.

**BACKING UP:** Printing the opposite side of a sheet after the first side has already been printed.

**BASIS WEIGHT:** The weight in pounds of a ream (500 sheets) of paper cut to a given standard size for that grade: 25" x 38" for book papers, 20" x 26" for cover papers, 20 1/2" x 30 1/3" for index, etc.

**BLEED:** A printed image which extends to the edge of the sheet. This is done by printing on oversize paper and trimming back to normal size.

**BLUELINE:** An inexpensive method of making a proof of a negative. So called because the paper itself is light blue. Used to check position of items or to check correct sequence of pages.

**BOND:** A grade of writing or printing paper; used for letterheads, business form, etc.

**BREAK FOR COLOR:** In artwork and composition, to separate the parts to be printed in different colors of ink.

**BULK:** The thickness of a sheet of paper, generally measured in thousandths of an inch.

**CAMERA READY:** A paste-up or laser copy ready to be photographed by the cameraperson.

**COLLATE:** A bindery term to describe the assembling of printed sheets or signatures in proper sequence.

**COLOR SEPARATION:** A term used most often in four-color process printing, whereby a continuous tone color photograph is separated into four hues: yellow, magenta, cyan, and black. After separating the colors, screens are applied at different angles, and separate negatives and plates make for each color. The term is also loosely applied to pre-separated art by using separate overlays for each color.

**COMB BINDING:** A type of binding which uses a plastic comb to fasten a book together; also called GBC Binding.

**CONTACT PRINT:** A print made by exposing the paper while holding it in contact with the transparency. The image on the print will be the same size as the image(s) on the transparency.

**CONTINUOUS TONE:** A photographic image which has not been screened and contains radiant tones; a snapshot is a typical example. This cannot be successfully printed unless screened, thus becoming a halftone.

**COPY:** Any furnished material such as manuscript or photograph to be used in the production of printing.

**CROP:** To print only a pre-designated portion of an image.

**DIE CUT:** To cut a shape, usually in paper, such as tabs, circles, etc. Done on a die cut machine or letterpress, utilizing a pre-formed steel die and a roller to press the paper against the sharp edge of the die.

**DIGITAL:** Electronic image capture. When finished, customer will be provided with a CD that contains all photographic or design images.

**DIGITAL CONTACT SHEET:** Photographic images captured digitally sent via web which can be printed out or viewed on screen.

**DUMMY:** A preliminary drawing or layout showing the position of illustrations and text as they are to appear in the final reproduction. Also, a set of blank pages made up in advance to show the size, shape, form, and general style of a piece of printing.

**EMBOSSING:** Impressing an image in relief to achieve a raised surface, either over printing, or on blank paper, which is called blind embossing.

**ENAMEL:** A term applied to coated paper. Enamel paper may be glossy or slick finish, or it may be a dull-coated enamel.

**ESTIMATE:** The approximate cost to print a publication or form based upon certain given specifications.

**FLUSH:** To the end of either side, such as flush left or flush right; as opposed to centering. Type may be flush left and ragged right, or it may be set flush left and right; in which case it is called justified type.

**FOLIO:** A page number.

**FONT:** A complete alphabet of any one style of typeface in a given point size including upper case letters, lower case letters, numerals, and punctuation marks.

**FORM NUMBER:** A number authorizing the use of a form obtained from the Department of General Services, Records Management Division, by completing a FORMS JUSTIFICATION & APPROVAL REQUEST.

**GBC:** An abbreviation of General Binding Corporation; usually referred to as a comb bound book.

**GLOSSY:** A photographic print on smooth, shiny paper.

**GRAIN:** In paper making, the direction in which most paper fibers lie.

**GRIPPERS:** The metal fingers which clamp a piece of paper and control its flow through the press.

**GRIPPER MARGIN:** The blank edge of paper on which the grippers hold, usually ½" or slightly less.

**GUTTER:** The inside margin of a book or magazine; also space between two columns of type.

**HAIRLINE:** A term used to describe a very fine rule line.

**HALFTONE:** A reproduction made from a continuous tone subject, such as a photograph, in which a screen is utilized to form the image by dots of various sizes. Screens may vary from 65 lines per inch for newspapers to 300 lines per inch for cast coated printing papers. Under a magnifying glass the number of lines (dots) per inch are easily counted. State Printing generally employs 85 to 120 line screens according to the paper being used.

**HEAD TO FOOT:** A term used to describe how the reverse side of a sheet is positioned. Head to foot indicates that the reverse side is positioned upside down in relation to the front side. Often used when a number of printed sheets are bound together with staples at the top.

**HEAD TO HEAD:** The reverse side is positioned the same as the front, as is normally done in a book bound on the left edge.

**IMPOSITION:** The laying out of pages in a press form so they will be in proper order when folded.

**IMPRESSION:** The pressure of the plate or blanket as it comes in contact with the paper; also used to describe the act of passing one sheet through the press one time.

**JUSTIFY:** To adjust spacing in a line of type so that all lines are of equal length.



**LEADING:** The vertical space between lines of type.

**MAGIC PADDING:** The term used in referring to gluing together NCR sheets of paper.

**MAKEREADY:** The process of preparing a printing press to print a job. This includes clamping on a plate, running test copies for position, ink and water balance, checking register, etc.

**MARGIN:** The white space between print and the edge of the printed sheet.

**MARKUP:** The determination of all specifications required for typesetting.

**MASKING:** Blocking out a portion of an illustration by pasting paper over it to prevent it from being reproduced before camera exposure.

**MATTE:** Called “Pearl” in Cibachrome papers, this surface is a high-luster finish which can be viewed from any angle without reflections. Matte is duller than gloss. Eliminates all surface reflections and slightly mutes the colors for a softer effect.

**MEASURE:** The width of a line of type; usually expressed in picas.

**MOIRE:** An undesirable screen pattern caused by incorrect screen angle or by screening a printed reproduction which has been screened previously.

**NCR:** Means “no carbon required” or carbonless paper. Very lightweight, it is used for multi-part receipts and other applications where carbon copies normally would be required. NCR and Transrite are two leading brands.

**NEGATIVE:** Photographic image on film.

**OPACITY:** A term to describe the amount of “showthrough” of a sheet of paper, which has been printed on both sides.

**ORIGINAL:** The transparency material exposed in the camera as opposed to a duplicate. The “first” one, the “only” one, the “irreplaceable” one, and the one we take good care of.

**OVERPRINTING:** Double printing or printing over an area that has been printed already. In photo-offset this is seldom necessary, since two negatives can be burned on the same plate (double burn) to produce the desired results.

**PERFECT BINDING:** A type of binding used for books. Glue applied to the bound edge of a book with a cover wrapped around.

**PERFECTING PRESS:** A printing press, which prints both sides of a sheet in one operation.

**PICA:** A printer's unit of measurement, approximately 1/6 of an inch. A pica is composed of 12 points, hence 72 points per inch.

**PLASTIC COMB BINDING:** A method of binding whereby the edges of the sheets are punched and the teeth of the comb are inserted. Also called GBC binding, since the system and its supplies are sold by General Binding Corporation.

**POINT SIZE:** The measurement of a typeface from the top of the ascender to the bottom of a descender, plus a small amount of white space above and below.

**POSITIVE:** A photographic image on film or paper, which corresponds to the original; the reverse of negative.

**PRE-COLLATED:** Applies to carbonless papers, which are purchased in color sets, thereby eliminating the expense of hand collating after printing. The normal colors and sequences are: 2-part – white, canary; 3-part – white, canary, pink; 4-part – white, canary, pink, goldenrod; 5-part – white, green, canary, pink, goldenrod.

**PRESSURE SENSITIVE:** A kind of paper with an adhesive back, protected by a heavy backing sheet which is peeled off before use.

**PRINT:** A hard copy of image capture from a negative or digital file. Sizes and prices may vary.

**PROCESS COLOR:** Also call four color (four/c). The lithographic combination of yellow, magenta (red), cyan (blue) and black to achieve a full-color reproduction.

**RAISED PRINTING:** As opposed to flat printing such as offset, raised printing is done by engraving or thermography, and may be readily felt with the fingers.

**REGISTER:** The fitting of two or more printing images on the same sheet in exact alignment with each other. Also, the alignment of the front of the sheet with the back.

**REVERSE:** An image in which the black and white areas are exchanged for opposite of those of the original. Generally, a white image on a black background.

**SADDLESTITCH BINDING:** A type of binding in which stock is folded in the center and stapled.

**SCORE:** To impress or indent a sheet of paper to make folding easier, particularly when it is to be folded against the grain of the paper.

**SCREEN:** A device used to convert continuous tone photographs to halftones before printing. A line of solid copy also may be screened to reduce density, as is often seen when the State of Tennessee seal appears as a ghost image behind lines of solid type.

**SELF COVER:** A booklet with no separate cover. That is, all pages are printed on the same stock.

**SHEETWISE:** To print one side of a sheet of paper with one form or plate, then turn the sheet over and print the other side with another plate, using the same gripper edge and side guide.

**SIDE-STITCH BINDING:** To staple sheets together on the side near the backbone, generally using two or more staples.

**SIGNATURE:** The name given to a printed sheet after it has been folded into pages.

**SKID:** A platform support for a pile of sheets or signatures. Usually made of wood, the construction of a skid allows the forks of a forklift or skid jack to be placed under the load and lifted with a mechanical or hydraulic lift device. Loaded skids are generally banded with steel or plastic strapping to hold the load in place.

**SPIRAL BINDING:** A book with wires in spiral form inserted through holes punched along the spine; not to be confused with plastic comb binding. Typical example of spiral binding is a student's composition book.

**STOCK:** A sheet or sheets of paper.

**STRIPPING:** In offset printing, the placing of an opaque goldenrod sheet of paper over a negative in the exact position in which the image will print on the press. The opaque sheet is then cut to expose the "live" portions of the negative, which will be exposed during plate burning. Stripping also involves the arranging of a series of negatives in proper order to allow the printed sheet to be folded with the page falling in proper sequences.

**UP:** Refers to the use of repetitive images on a sheet to take full advantage of press capacity, the purpose being to utilize the press size while reducing the number of impressions. For example, 10,000 copies of an 8 ½" x 11" form

can be printed with only 2,500 impressions on a 17" x 22" sheet if imposed 4-up.

**VELLUM FINISH:** In paper, a toothy finish which is relatively absorbent for fast ink penetration and drying.

**WASHUP:** The process of cleaning the rollers and fountain of a press; especially necessary when changing colors of ink.

**WEB PRESS:** A press, which prints from a roll (web) of paper.

**WORK AND TURN:** To print one side of a sheet of paper, then turn the sheet over from left to right and print the second side. The same gripper is used for both sides, and the same plate is used.

### **13. EXHIBITS**

Exhibits of the Printing Requisition, the Quick Copy Center Requisition, the Graphic Arts Request, the Photographic Services Request and the Estimate Form are found on the following pages.



**PRINTING REQUISITION**  
**DEPARTMENT OF GENERAL SERVICES**  
**PRINTING SERVICES DIVISION**  
B-2 ANDREW JACKSON BLDG., NASHVILLE, TN 37243-0540  
615-741-1726 FAX 532-2311  
**SEE INSTRUCTIONS ON REVERSE**

DO NOT WRITE IN SHADED AREA

<b>1 DATE</b>				<b>2 CUST. REF. NO.</b>				<b>3 FORM NO.</b>				<b>4 PUBLICATION NO.</b>																											
<b>5 DEPARTMENT</b>								<b>6 DIVISION</b>																															
<b>7 CONTACT PERSON</b>						<b>8 PHONE NO.</b>				<b>9 FAX NO.</b>																													
<b>10 DELIVERY ADDRESS</b>												<b>15 ESTIMATE NO.</b>				<b>17 TYPE OF REQUEST</b> <input type="checkbox"/> NEW — ONE TIME ONLY <input type="checkbox"/> NEW — FILE <input type="checkbox"/> REPRINT — FILE <input type="checkbox"/> REVISION — FILE <input type="checkbox"/> RETURN																							
<b>11 FUND CODE</b>				<b>12 ALLOTMENT CODE</b>				<b>13 COST CENTER</b>				<b>13A OBJECT CODE</b>				<b>16 TYPE OF SERVICE REQUESTED</b> <input type="checkbox"/> NORMAL SERVICE <input type="checkbox"/> SPECIAL SERVICE																							
<b>14 PRINTING JOB TITLE</b>												<b>22 SIZE</b> <input type="checkbox"/> 4 1/4 x 5 1/2 <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 5 1/2 x 8 1/2 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> 6 x 9 <input type="checkbox"/> 11 x 17 OTHER _____				<b>23 FURNISHED</b> <input type="checkbox"/> ART — ORIG. <input type="checkbox"/> NEGATIVES <input type="checkbox"/> TYPE <input type="checkbox"/> TYPE SPECS. <input type="checkbox"/> DISK <input type="checkbox"/> SAMPLE																							
<b>18 QUANTITY</b>				<b>19 PAGES</b> PRINT 1 SIDE _____ PRINT 2 SIDE _____ TOTAL SHEETS _____				<b>20 COVER</b> <input type="checkbox"/> SELF <input type="checkbox"/> 1 SIDE <input type="checkbox"/> 2 SIDE				<b>21 PRINT</b> <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> HEAD TO SIDE																											
<b>24 TYPESET:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> CHANGES								<b>25 PAPER STOCK: TYPE/NAME</b>				<b>WT</b>		<b>PAPER COLOR</b>		<b>INK COLOR</b>																							
<b>24B TRANSLATE DISK:</b> <input type="checkbox"/> IBM/PC <input type="checkbox"/> MAC SOFTWARE _____ VERSION _____ FILE _____ FOLDER _____ DID YOU INCLUDE ALL FONTS AND GRAPHICS (SAVED SEPARATELY)? <input type="checkbox"/> YES <input type="checkbox"/> NO DID YOU ENCLOSE LASER PROOFS? <input type="checkbox"/> YES <input type="checkbox"/> NO								TEXT 1																															
								TEXT 2																															
								COVER																															
								OTHER																															
								FURNISHED																															
<b>24C PROOFING:</b> <input type="checkbox"/> LASER PRINTS <input type="checkbox"/> BLUELINES IF ANY MATERIAL BEING REPRODUCED BY THE PRINTING DIVISION IS ENCUMBERED BY COPYRIGHT, IT IS THE RESPONSIBILITY OF THE REQUESTING AGENCY TO OBTAIN WRITTEN PERMISSION FOR ITS REPRODUCTION.								ENVELOPE: SIZE _____ X _____ WINDOW <input type="checkbox"/>																															
<b>SPECIAL INSTRUCTIONS</b>								<b>26 NCR</b> NO. OF PARTS _____ 3. _____ COLOR SEQUENCE _____ 4. _____ 1. _____ 5. _____ 2. _____ <input type="checkbox"/> STD. PRECOLLATED SEQUENCE				<b>27 NUMBER</b> START _____ STOP _____ LOCATION _____ INK: <input type="checkbox"/> BLACK <input type="checkbox"/> RED																											
<b>28 BINDERY</b> <input type="checkbox"/> COLLATE <input type="checkbox"/> W/INSERTS <input type="checkbox"/> SLIP SHEETS <input type="checkbox"/> STAPLE <input type="checkbox"/> CORNER <input type="checkbox"/> SIDE NO. _____ <input type="checkbox"/> TOP NO. _____ <input type="checkbox"/> SADDLE <input type="checkbox"/> FOLD 1/3 1/2 1/4 (ENCLOSE SAMPLE) _____ X _____ <input type="checkbox"/> COPY IN <input type="checkbox"/> COPY OUT								<input type="checkbox"/> TRIM ONLY _____ X _____ <input type="checkbox"/> DRILL NO. HOLES _____ <input type="checkbox"/> STANDARD _____ <input type="checkbox"/> OVERSIZE _____ <input type="checkbox"/> CTR TO CTR <input type="checkbox"/> STANDARD 4 1/4" _____ <input type="checkbox"/> MAILING TAB <input type="checkbox"/> MAILING LABEL <input type="checkbox"/> GBC PUNCH BINDERS COLOR _____ SIZE _____ LENGTH _____ DIA. _____								<input type="checkbox"/> PERFECT BIND <input type="checkbox"/> TAPE BIND <input type="checkbox"/> WRAPAROUND COVERS <input type="checkbox"/> DIE CUT TABS <input type="checkbox"/> LAMINATE TABS <input type="checkbox"/> REINFORCE DRILLED SIDE <input type="checkbox"/> DIE CUT OTHER <input type="checkbox"/> PERFORATE <input type="checkbox"/> SCORE <input type="checkbox"/> LAMINATE SHEETS								<input type="checkbox"/> PAD <input type="checkbox"/> NCR — MAGIC <input type="checkbox"/> OTHER _____ _____ SHEETS _____ SETS _____ TOTAL PADS <input type="checkbox"/> SPECIAL INSTRUCTIONS _____								<input type="checkbox"/> WRAP <input type="checkbox"/> SHEETS _____ <input type="checkbox"/> PADS _____ <input type="checkbox"/> SETS _____ <input type="checkbox"/> BOOKS _____ <input type="checkbox"/> BOX — QTY. _____ <input type="checkbox"/> RUBBER BAND _____ <input type="checkbox"/> OTHER _____							
<b>29 SPECIAL BILLING INSTRUCTIONS</b>								<b>30 AGENCY AUTHORIZING SIGNATURE</b>								<b>31 DATE</b>				<b>32 DELIVERY DATE REQUESTED</b>																			
								<b>33 AGENCY RECEIVED AND APPROVED</b>								<b>34 DATE</b>																							



STATE OF TENNESSEE  
PRINTING SERVICES DIVISION  
COPY CENTER PRINTING REQUISITION

PRINTING DIVISION USE ONLY

Operator Code \_\_\_\_\_ Job Number \_\_\_\_\_

Date of Request \_\_\_\_\_ Customer Ref # \_\_\_\_\_

Allotment Code \_\_\_\_\_ Cost Index \_\_\_\_\_ Fund \_\_\_\_\_

Object Code \_\_\_\_\_ Program/Function Code \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_ Agency Approval \_\_\_\_\_

☐ New—One Time Only ☐ New Form ☐ Revised Form Form # \_\_\_\_\_ Publication Authorization Number \_\_\_\_\_

Title of Job to be Printed \_\_\_\_\_

Number of Copies _____	Number of	1-Side _____	<input type="checkbox"/> Prints Head to Head	<input type="checkbox"/> Collate	Drill Paper	Finished Size: <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> Other _____
	Pages (please	2-Side _____	<input type="checkbox"/> Prints Head to Foot	<input type="checkbox"/> & Staple @ Corner	<input type="checkbox"/> 3-Hole/Side	
	include cover)	Blanks _____	<input type="checkbox"/> Prints Head to Side	<input type="checkbox"/> & Staple 2 on Side	<input type="checkbox"/> 2-Hole/Top	

Text: ☐ 20# Bond ☐ 60# Offset Color: ☐ White ☐ Green ☐ Pink ☐ Blue ☐ Canary ☐ Goldenrod ☐ Other \_\_\_\_\_

Cover Stock: Weight \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_ Other: Type \_\_\_\_\_ Weight \_\_\_\_\_ Color \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Mailed Out By Mailroom? ☐ YES ☐ NO Person to Call When Job is Completed \_\_\_\_\_ Phone \_\_\_\_\_

Agency Authorizing Signature \_\_\_\_\_ Delivery Date Requested \_\_\_\_\_

Agency Received and Approved Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution of Copies: White — Printing Division Canary — Copy Center Pink — Customer at Delivery Goldenrod — Customer at Time of Request

# **GRAPHIC ARTS ROUTING AND CHARGE SCHEDULE**

Allotment No. \_\_\_\_\_  
 Cost Center No. \_\_\_\_\_  
 Fund No. \_\_\_\_\_

Job Number \_\_\_\_\_

Date In \_\_\_\_\_

Date Due \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Contact \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Project \_\_\_\_\_

Size \_\_\_\_\_

Page(s) \_\_\_\_\_ Color(s) \_\_\_\_\_ Final Output \_\_\_\_\_

Special Instructions \_\_\_\_\_

Will job be printed by Printing Svcs? ☐ Yes ☐ No    
 Has printing estimate been provided? ☐ Yes ☐ No    
 Printing consultant initials \_\_\_\_\_

## Production

Code	Activity	Date/Time	Date/Time	Date/Time	Date/Time	Date/Time	Date/Time	Date/Time	Total Time	Total Cost	Initial
8101	Consultation/Concept										
8102	Board Layout/Design										
8103	Computer Design										
8104	Illustration										
8105	Calligraphy/Typesetting										
8106	Paste-Up/Mechanical										
8107	Scanning/Photo Retouch										
8109	Other										
8110	Web Design										
									<b>TOTAL</b>		

8131	Outside Vendors	Invoice	Cost
Vendor _____			
Service _____			
Vendor _____			
Service _____			
Vendor _____			
Service _____			
		<b>TOTAL</b>	

0-501	Graphic Arts / Pre-Press Service	Cost
Service _____		
_____		
_____		
_____		
_____		
		<b>TOTAL</b>

Authorized Agency Signature _____	Date In _____
Received by _____	Date Received _____

# PHOTOGRAPHIC SERVICES

DEPARTMENT OF GENERAL SERVICES, STATE OF TENNESSEE  
LEVEL A, JAMES K. POLK BUILDING, NASHVILLE, TENNESSEE 37243-0542  
TELEPHONE (615) 741-5487

## PHOTOGRAPHIC SERVICES REQUEST

Shooting Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM  
PM

Shooting Location: \_\_\_\_\_  
\_\_\_\_\_

Contact at Location: \_\_\_\_\_ Film Type: \_\_\_\_\_

Nature of Assignment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intended Use: \_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Bill To: Fund \_\_\_\_\_ Allotment No. \_\_\_\_\_ Cost Center \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Photographer Assigned: \_\_\_\_\_





Date: \_\_\_\_\_

Estimator: \_\_\_\_\_

Text Press \_\_\_\_\_

Cover Press \_\_\_\_\_

**State of Tennessee**  
**Department of General Service**  
**Printing Division**  
**B-2 Andrew Jackson Bldg.**  
**Nashville, TN 37243**  
**ESTIMATE SHEET**

Estimate No.: \_\_\_\_\_

Job No.: \_\_\_\_\_

PLEASE REFER TO THIS ESTIMATE  
NO. WHEN SUBMITTING YOUR  
PRINTING REQUEST.

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> New      | <input type="checkbox"/> Graphic Arts* |
| <input type="checkbox"/> Reprint  | <input type="checkbox"/> Disk          |
| <input type="checkbox"/> Revision | <input type="checkbox"/> Camera Ready  |
|                                   | <input type="checkbox"/> Set Type      |
|                                   | <input type="checkbox"/> Bluefines     |

Dept./Division \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Quantity 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

Finished Size \_\_\_\_\_ Total Pages \_\_\_\_\_

Text: 1 Side \_\_\_\_\_ Cover: 1 Side \_\_\_\_\_

2 Side \_\_\_\_\_ 2 Side \_\_\_\_\_

Paper #1-Wt. \_\_\_\_\_ Color \_\_\_\_\_ Ink #1 \_\_\_\_\_

Paper #2-Wt. \_\_\_\_\_ Color \_\_\_\_\_ Ink #2 \_\_\_\_\_

Paper #3-Wt. \_\_\_\_\_ Color \_\_\_\_\_ Ink #3 \_\_\_\_\_

Bleeds \_\_\_\_\_

Screens \_\_\_\_\_

☐ Collate

☐ Mailing Tab

☐ Score

☐ Staple

☐ Mailing Label

☐ Perforate

☐ Corner

☐ GBC Binder/Color \_\_\_\_\_

☐ Number

☐ Side No. \_\_\_\_\_

☐ Perfect Bind

☐ Pad

☐ Top No. \_\_\_\_\_

☐ Tape Bind

☐ Rubber Band

☐ Saddle

☐ Die Cut Tabs

☐ Wrap

☐ Fold 1/3 1/2 1/4

☐ Die Cut Folder

☐ Box

☐ Drill 2 3

☐ Skid

Top Side

**PRINTING DIVISION USE ONLY**

Total Printing 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

Cost Per 1000 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

Cost Per Copy 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

\*This price does not include Graphic Arts charges.